THE COUNCIL FOR TOBACCO RESEARCH – U.S.A., INC.
900 THIRD AVENUE
NEW YORK, NY 10022
(212) 421-8885

ARTHUR D. EISENBERG, Ph.D.
Associate Research Director

Oct. 7, 1991

Dr. Joyce Czop
Harvard Medical School
Dept of Rheumatology and Immunology
The Seeley Mudd Bldg.
250 Longwood Avenue
Boston, MA 02115

Dear Dr. Czop:

Thank you for your expression of interest in our program of research support. I am pleased to enclose a statement describing policies of The Council and a recent Annual Report that lists grants currently supported. Our application procedure entails a mandatory two-step process. First, a short preliminary inquiry is sent to members of the Executive Committee of our Scientific Advisory Board who evaluate it for scientific merit and for "fit" into The Council's current multidisciplinary biomedical research program. If the Committee's review vote is positive, you will be provided with forms and instructions for completing a full application. In the event you receive an award, The Council will consider up to two annual renewals on the basis of progress reports and materials submitted with renewal applications.

The Council operates two application cycles per year and accepts preliminary inquiries year-round; the date of receipt by CTR determines the cycle in which the proposal is evaluated.

- Spring cycle - any inquiry received between February 15 and August 14 and encouraged by the Executive Committee may be submitted as a full application by November 30.
- Fall cycle - inquiries received between August 15 and February 14 and encouraged by the Committee may be submitted as full applications by May 31:

Cycle	Preliminary Inquiry Arrival at CTR	Deadline for Full Application	Notification Date	Activation Date
Spring	Feb 15 - Aug 14	Nov 30	Early May	Jul 1
Fall	Aug 15 - Feb 14	May 31	Early Oct	Jan 1

The format for the preliminary application is as follows:

1. A three page narrative summary. This should contain a synopsis of the proposed project including relevant background material, its present status and goals, a brief outline of the research and its impact. The summary should end with a sentence indicating the anticipated duration of the project (one, two or three years) and a single figure estimate of the anticipated annual direct costs of the study as proposed. *Please note that the three page limit is absolute; no attachment pages containing photographs, charts or literature citations will be accepted. If you judge such materials are critical for the review of the proposal, they must be accommodated within the three page limitation.*
2. Two page *curricula vitae* and scientific bibliographies of the applicant and principal professional level collaborators (the NIH format is quite acceptable). Again, the page limit is strictly enforced; only two pages per investigator are forwarded to the Committee.
3. One copy each of any two or three publications, abstracts or manuscripts that are closely related to the project for which funding is being sought.

Sincerely,

Arthur D. Eisenberg

Encl
ADE/mla

Source: https://www.industrydocuments.ucsf.edu/docs/xjhb0000